



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

SAFETY COORDINATOR

Job Number: 20000787

Job Code: 32030V000101

Job Group: 3200 - PERSONAL SAFETY AND BUILDING INSP

Job Established: 06/16/1982

Job Revised: 02/24/2006

Grade: 13 Salary (MIN - MID):

\$16,432-\$21,875 - Hourly

\$2,670.20-\$3,554.70 - 37.5 Hr. Monthly Salary

\$2,848.22-\$3,791.68 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs professional level work in coordinating the development and/or implementation of a safety and/or health program; reviews reports for compliance with program requirements; may train staff; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have three years of experience in safety operations and/or inspection.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Additional administrative, safety operations and/or inspection experience will substitute for the required college on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Coordinates and/or develops training programs. Trains employees in safety and/or health program policies and procedures. Trains other staff to use instructional materials. Reviews reports and/or other documents for compliance with agency policy and procedure. Interprets and/or applies regulations, policies, procedures and/or other source materials dealing with safety and/or health. Performs in-depth analysis of safety and/or health program needs. Recommends policy and procedural modification and communicates program changes to staff. Performs job site and/or workplace inspections to ensure compliance with federal, state, local standards and/or agency policy requirements. Conducts accident and/or incident investigations involving employees and reports safety and/or health violations and/or investigative results to appropriate staff with recommended corrective action. Collects accident and/or incident data for analysis of trends to identify specific areas where additional training and/or corrective measures are needed. Inspects machinery, equipment and/or structures for compliance with applicable safety and/or health codes and makes recommendation for modifying to enhance safety and health. Conducts CPR, first aid and/or other training to staff. Responds to programmatic inquiries from staff and/or others.

UNIQUE PHYSICAL REQUIREMENTS:

Incumbent must be able to bend, stoop, crawl and/or climb.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbent must be able to make oral presentations. Travel may be required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.